

ASSISTANT CITY MANAGER**Class Definition**

Under administrative direction, directs the operations of City departments as assigned. Directs and coordinates special projects and programs.

Distinguishing Characteristics

The Assistant City Manager exercises delegated supervision over a group of City departments, relieves the City Manager of a wide variety of administrative duties, and facilitates managerial communication with and among City departments. The incumbent reports to and receives direction from the City Manager on matters of policy and new assignments consisting only of desired objectives and exercises considerable independent judgement in overseeing assigned departments. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Directs the activities of City departments as assigned, and oversees the operations thereof.

Performs all duties and assumes all responsibilities of the City Manager when appointed by the City Council as the City Manager Pro Tempore to serve during the City Manager's absence from the City, his or her inability to perform duties, or during any vacancy in the position.

Confers with department heads to convey information concerning established policies and practices and to solicit information needed as a basis for action.

Confers with the City Manager on matters concerning major departmental activities and community problems and recommends course of action.

Directs the preparation of reports, agreements, contracts, resolutions, and ordinances, and attends City Council meetings.

Monitors implementation of agreements; devises solutions to problems; if necessary, assigns to appropriate City staff for further research and action.

May attend committee meetings, civic gatherings or other official functions.

Directs and coordinates special projects and programs.

Participates in the preparation of the annual City budget and the administration thereof.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the functions, principles, practices and techniques of public administration and management.

Knowledge of the principles and priorities of all levels of government as applied to the development and implementation of services essential to the community.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of principles and practices of municipal budget preparation and administration.

Knowledge of city, state and federal regulations governing the affairs of the City including the sources of revenue.

Knowledge of the methods and techniques involved in conducting analytical studies of administrative and management practices and procedures.

Knowledge of the general relationships between local, state, and federal governments, public interest groups, and private enterprise as they affect the City.

Ability to research and analyze a variety of administrative, management, budgetary and fiscal practices, procedures and problems and to make sound policy and procedural recommendations and decisions as to their solution.

Ability to prepare and administer budgets.

Ability to participate in labor negotiations and handle labor relations problems.

Ability to prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to maintain effective working relations with City employees, officials of other government agencies, and community and business leaders.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree, with major course work in business administration, public administration, or related field; and four years of administrative experience in the planning, coordination and financing of varied activities, preferably in a municipality, at progressively responsible levels.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

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